

Human Resources Assistant

Major Duties and Responsibilities

Performance Management Policy (PMP)

45% of time

Coordinates and manages the LE Staff performance management program countrywide for all 1011 employees under the LCP. Responsible for setting up internal controls to make sure the Rater submits Work and Development Plans (WDP) within 30 calendar days of the new rating period. Informs the Rater and the employee in writing of upcoming Employee Performance Reports (EPR) eight weeks before the due date. Prepares and distributes to the S/HRO a memorandum listing late WDPs with the employee's name, section or agency, and the Rater responsible for the late WDP for the Front Office. Provides training and instructs staff at constituent posts on the monitoring of this program at their respective posts. Sends requests to supervisors and monitors deadlines and overdue EPRs and WDPs by sending request e-mails and reminders to respective supervisors. Validates the accuracy of EPRs and inputs the data into the OPS system. Prepares monthly reports on the status of overdue EPRs and WDPs and keeps the supervisor and Human Resources Officers informed on all actions taken regarding the program. Generates delayed reports with detailed actions so the S/HRO can report to the Front Office. Coordinates countrywide probationary requests periods for the new hires. Keeps abreast of all policies and regulations related to the program. Requires strong customer service skills to work with USDH staff to ensure that deadlines are met and WGI's are processed.

LE Staff Program Support

25% of time

Maintains electronic personnel records; translates drafted Management Notices, diplomatic notes and other HR documentation from English to Portuguese or vice versa, maintains complete and secure hardcopy or electronic personnel records, and ensures proper documentation is maintained. Assists employees, answers telephone calls and/or routes the calls to the appropriate HR staff member. Assists the benefits team in the administration of the Mission benefits program and related activities involving the Mission health plan, life insurance plan, transportation allowance, meal voucher (SODEXO), Multiprev and day-care program, amongst others. Prepares a variety of documents such as declarations, benefits forms and short factual employee data, statistics and reports. Prepares the standard Official Personnel Folder (OPF) for retiring LE Staff files and submits folders to the Human Resources Records and Information Management Division in Washington. Operates a variety of office equipment including computer, related software, photocopiers, fax machines, printers, shredders and similar.

HR Section Data Manager

20% of time

Creates HR control spreadsheets, entering, modifying, replacing and deleting new data regarding HR requests for LE Staff Outside Employment, EFM Outside Employment, Flex Time Requests, Alternative Work Schedule and other related HR requests. Incumbent is responsible for generating accrued reports and statistics for all mission requests that are sent to the S/HRO Officer and/or the FrontOffice.

Administrative Support

10% of time

Under the direct supervision of the LE Staff HR Specialist, incumbent is responsible for contacting supervisors to request and collect signatures in Position Descriptions that are updated in the classification process. Assists with visa requests to other foreign countries, the duty officer program, time & attendance reports, distribution and screening of correspondence and pouch material and the maintenance of office supplies. Serves as backup for the HR Clerk position A54072.

Note: "This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency."